

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: S-12-0008**

**OPEN TO:** All interested candidates

**POSITION:** 2100061 Information Resources Center Assistant –  
FSN-8, FP-6\*

**OPENING DATE:** October 1, 2012

**CLOSING DATE:** October 31, 2012

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): FSN-8 (RUB 766,766 + bonus  
RUB 29,952 p.a. - starting salary per year)

\*AEFM/MOH/NOR: FP-6\* (position grade to be confirmed by  
Washington)

**LENGTH OF HIRE:** Permanent position

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE  
REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.

The U.S. Consulate in St.Petersburg is seeking an individual for the position of  
Information Resources Center Assistant in the Public Affairs Section.

### BASIC FUNCTION OF POSITION

Under the general guidance of the Consulate's Public Affairs Officer and the  
Director of the Consulate's Information Resource Center, the employee is  
responsible for developing public diplomacy outreach programs such as  
seminars, conferences, press availabilities and cultural events for youth,  
academic, professional and general audiences throughout Northwest Russia. The  
employee also engages these audiences through social media by producing  
video, photo and text content for the Consulate's social media sites and  
accounts. In addition, the employee responds to complex inquiries for information  
from the Consulate's key contacts. All of these efforts are intended to help  
Russians gain a better understanding of U.S. history, culture and values, and to  
foster mutual understanding between Russia and the United States.

A copy of the complete position description listing all duties and responsibilities is  
available in the HR Office. Please send your request to the email address:

[stpetersburghr@state.gov](mailto:stpetersburghr@state.gov)

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A university degree in information science, library science, political science, international affairs, or American studies is required.
2. Level IV (fluent) in spoken and written English (will be tested) and level V(native) Russian are required.
3. Two to four years of progressively responsible experience in the field of information research, including experience in traditional research and reference service and in the use of emerging technologies and electronic resources, is required.
4. Knowledge of electronic retrieval and delivery tools, in particular the Internet and standard information science practices and procedures, is required.
5. Excellent service orientation to target audience, interpersonal and cross-cultural skills; an ability to independently plan, organize, and carry out assigned responsibilities are required.

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a security clearance.



## TO APPLY

Interested candidates for this position must submit in English the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (OF-612); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see *Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

**Human Resources Office**

**Fax: 7-495-728 5244 or 7-812-331 2675 ;**

**Email: stpetersburghr@state.gov**

***The preferred way of receiving resumes is via email.***

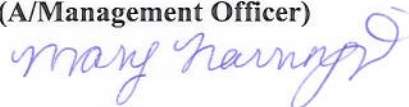
Due to the high volume of applications, only qualified applicants will be contacted by the HR Office.

**CLOSING DATE FOR THIS POSITION: October 31, 2011**

The U.S. Mission in Russian provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Vacancy Announcement approved by Mary Harrington (A/Management Officer)**



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